



## DEPARTMENT OF VETERANS AFFAIRS

### Sample Green Purchasing Program Management Review Questionnaire

#### A. General

1. Timeframe the review covers: From \_\_\_\_\_ To \_\_\_\_\_ (e.g., new acquisitions awarded during Fiscal Year 2006 or 2007)
2. Number of acquisitions represented in the review:
3. Types of acquisitions represented in the review:

#### B. Management Controls

##### 1. Policy:

- a) Does your facility have policy specifically requiring an Affirmative Procurement Program (APP)<sup>1</sup>, that includes compliance with Executive Order (EO) 13101, Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition, and:
  - (i) Section 6002 of the Resource Conservation and Recovery Act (RCRA) for recycled content products? ☐ Yes ☐ No
  - (ii) Section 9002 of the Farm Security and Rural Investment Act (FSRIA) for biobased products? ☐ Yes ☐ No
  - (iii) Energy Policy Act of 2005 for Energy Star®/energy- and water-efficient products? ☐ Yes ☐ No

Please attach a copy of the policy or provide the web address (URL)

If no to any of the sections above, does your facility follow VA's APP Policy found in VA Directive and Handbook 0052, Affirmative Procurement, Recycling, and Waste/Pollution Prevention Programs?

☐ Yes ☐ No

- b) If your facility has implemented an Environmental Management System (EMS) (Green Environmental Management System (GEMS) at VA medical centers; Cemetery Environmental Management System (CEMS) at national cemeteries), does it incorporate APP Policy?

☐ Yes ☐ No

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<sup>1</sup> Affirmative Procurement is more widely referred to as "Green Purchasing."

- a) Has your facility included new language and/or goals in an existing APP or created a new APP to facilitate a biobased procurement preference program?  
☐ Yes ☐ No

2. Planning:

- a) Has your facility established objectives/targets for APP performance (or purchases of recycled content or biobased products) that are consistent with the nature and quantity of purchases normally made by your facility?  
☐ Yes ☐ No
- b) Do you have a process for routine review and updating of APP objectives/targets?  
☐ Yes. Describe:  
☐ No

3. Implementation and Operation:

- a) Does your facility have an APP awareness-training program?  
☐ Yes. Describe:  
☐ No  
Is your APP awareness-training program tailored specifically to the nature and quantity of purchases typically made by your facility?  
☐ Yes. Describe:  
☐ No  
Does your facility's APP policy assign responsibility for implementation of the APP awareness-training program to a specific person/office?  
☐ Yes. Describe:  
☐ No
- b) Is the APP awareness training program provided in initial and refresher training to all personnel involved with preparation of specifications/statements of work, purchases with government credit cards, contracting/procurement?  
☐ Yes. Describe:  
☐ No
- c) Does your facility's policy provide a process for measurement of progress toward APP objectives?  
☐ Yes. Describe:  
☐ No
- d) Does your facility's policy assign responsibility for routine measurement, evaluation, and reporting of APP performance data?  
☐ Yes. Describe:  
☐ No

4. Checking and Corrective Action:

- a) Has your facility incorporated APP requirements into self-assessments, compliance inspection protocols, and management system audit protocols?  
☐ Yes. Describe:

- ☐ No
- b) Do your inspection protocols include evaluations of APP awareness training, performance measurement, and responsibility/accountability?  
☐ Yes. Describe:  
☐ No
- c) Does your APP policy call for routine self-assessments of the effectiveness of awareness training and the completeness and integrity of APP performance data?  
☐ Yes. Describe:  
☐ No
- d) Do your self-assessment, compliance inspections, and management review procedures include requirements for follow-up action and documented closure of deficiencies in APP?  
☐ Yes. Describe:  
☐ No

5. Management Review:

- a) Do you have a process for management review of APP performance data?  
☐ Yes. Describe:  
☐ No
- b) Does the management review process provide facility senior leadership with accurate and timely data regarding your facility's APP performance?  
☐ Yes. Describe: \_\_\_\_\_  
☐ No
- c) Does your management review process include provisions for feedback and policy changes to ensure continuous improvement in APP performance?  
☐ Yes. Describe: \_\_\_\_\_  
☐ No
- d) Does your management review process indicate, where green products and services should be included in a contract, whether or not they were included?  
☐ Yes      ☐ No  
 If green products and services were not included where they should have been (e.g., recycled content sanitary tissue in a janitorial services contract), was any exception indicated; that is, based on price, performance, or availability?  
☐ Yes      ☐ No

**C. Comments:**

**D. Contact Information for Person Completing the Questionnaire:**

Name:

Title:

Station Number or Office Code:

Name of Facility:

Telephone Phone Number:

E-mail: